

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**May 21, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Roosevelt Allen, Jr.
Geof Benson
Jeff Freeze
Richard Hardaway
Diane Noll
Greg Stinson
Jim Ton

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Allen Hammond
David Hollenbeck

Members Absent

John Bayler
Dave Decker
Jeff Dekker
David Uran

Call to Order

The meeting was called to order at 8:01 a.m. by Roosevelt Allen, Jr.

Approval of Minutes

Upon a motion by Greg Stinson, seconded by Jim Ton, the Committee approved the minutes of the April 16, 2015 meeting.

Review of Financial Status

Angie Hayes presented the Budget to Actual with Cash Variance and General Fund Expenditures reports to the Committee. The General Fund Expenditure report shows an overage in promotional expenses for environmental programs due to some program changes. A budget revision will be presented once the environmental department has determined the final program amount required. At this time there are no other cash issues to report. The total expenditures of the period ending April 30, 2015 are at 28.65%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Jim Ton, seconded by Greg Stinson, the Committee approved the claims register.

Report on Subrecipient Compliance

Attorney David Hollenbeck updated the Committee on the status of two of NIRPC's subrecipients. The City of Valparaiso has switched the service operator for the Chicago Dash service and the new service operator has uncovered many maintenance issues. The City has been unsuccessful with any negotiations with the previous service provider making litigation necessary. Since NIRPC owns the buses, NIRPC will be named as one of the plaintiffs in the litigation. When the litigation is filed, Attorney Hollenbeck will notify the Commission.

South Lake County Community Services (SLCCS) is experiencing issues with their maintenance program not being in compliance with the required Federal Transit Administration (FTA) 80% vehicle maintenance levels. Currently SLCCS is at 63%.

Upon reviewing the SLCCS biennial review, it was brought to staff's attention that reimbursement funds were not spent as originally indicated for a construction project completed in 2014. A motion was made by Geof Benson, seconded by Greg Stinson, to withhold payment to South Lake County Community Services until staff are able to meet with the FTA and receive guidance on how FTA wants the situation handled and if any funds are to be repaid.

Budget Amendment

Roosevelt Allen Jr. presented two budget amendments. Both amendments will add new revenue to the 2015 budget. The first amendment adds \$10,000 to capital outlays for trail counters, and the second adds \$12,000 to contractual funds for signs and markers for trails. Upon a motion by Richard Hardaway, seconded by Greg Stinson, the Committee approved the budget amendment for recommendation to the Full Commission.

Procurement Recommendation

Roosevelt Allen Jr. presented procurement recommendation 15-14 Portage Transit Feasibility Study and 15-15 Hobart Transit Feasibility Study. The transit feasibility studies are not to exceed \$150,000 each. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the procurement recommendations for recommendation to the Full Commission.

Accounting Software Update

Angie Hayes updated the Committee regarding the accounting software. At this time everything is still on track for a July 1 start date as staff continue to work with Accufund regarding the conversion information.

Building Improvement Status

Ty Warner updated the Committee on the status of the building improvement construction. The movers started moving furniture getting the building ready. The plan is to have the building ready by the end of day on Friday. Construction will begin Tuesday.

Other Business

None at this time

Adjournment

There being no further business, the meeting adjourned at 8:51 a.m.